



King County
GIS
Best Practices Workgroup

June 2002

TO: George Horning, Chair
GIS Technical Committee

FM: Best Practice Workgroup:
Christie Most and Harry Sanders, Chair
Debbie Bull, Mike Berman, Lisa Castle, Collene Gaolach
Dennis Higgins, Paul McCombs, Shaun O'Neil

RE: Best Practices Workgroup

The Best Practices Workgroup submits the attached document, Best Practices for GIS within King County, for your review and comment. The document was written with the following objectives in mind:

- Improve communication within the KCGIS community
- Tighten data procedures and requirements
- Coordinate changes to hardware, software, and applications.

The document is the culmination of months of discussion regarding GIS within King County and its successes and failures. Some of the suggested Best Practices are already in place, but have been documented so the King County GIS community can be aware of the practices when staff and departments change. Many of the issues discussed during our meetings centered upon the breakdown of communication and thus a whole section has been dedicated to communication of events that impact GIS staff, data, systems and applications.

The Best Practices Workgroup has several recommendations for the GIS Technical Committee as a result of the research and discussions in developing a set of Best Practices for GIS within King County. We suggest that the GIS Technical Committee review these recommendations and decide on a course of action for each prior to implementing the suggested standards.

Recommendation 1

The Best Practices Workgroup recommends that the GIS Technical Committee review and submit the best practices document to the GIS Oversight Committee for adoption at its earliest convenience. In addition, the GIS Technical Committee should decide on an implementation date for the practices based upon approval by the GIS Oversight Committee and the ability to implement further recommendations detailed here.

Recommendation 2

The Best Practices Workgroup recommends that the GIS Technical Committee post a single read-only copy of the Best Practices document to the Web and distribute an announcement to GIS staff by email. The single copy will facilitate later updates and could be accessed by King County staff.

Recommendation 3

The Best Practices Workgroup recommends that the GIS Technical Committee develop an education strategy for the Best Practices targeted at GIS professionals and users. In particular:

- The Best Practices document could be regularly presented at King County GIS User Group meetings, although not all users attend these meetings. This might be a reasonable forum for receiving feedback from users on the implementation of the Best Practices.

Recommendation 4

The Best Practices Workgroup recommends that the GIS Technical Committee develop mechanisms to monitor and enforce the best practices. We do not believe that this should take the form of a heavy-handed approach, but be accomplished through targeted education and periodic e-mails reminding GIS staff of the existence of the best practices.

Recommendation 5

The Best Practices Workgroup recommends that an additional GIS Email group be created. The current GIS_ALL would include general GIS events/announcement (training, user group meetings, new Imap component etc.) while a new GIS_DataAnnouncements group would be geared towards data issues. The new GIS_DataAnnouncements group would start as a duplicate of GIS_ALL and users would unsubscribe if they feel so inclined. The first notice sent to the new group would provide an explanation of how a user was added to the group, what types of announcements the user would expect to receive and how to get out of the group.